Counting Volunteer Service

Is your school missing volunteer service time?

Are you counting all the volunteer service and parent involvement in your school?
Not all service is documented, but if it happened - you can count it.

- PTA Meetings
- Library assistants
- Volunteer coaches
- Volunteer tutors
- Career day speakers
- Fall carnival workers
- Drama mamas and dads
- Recycling programs
- DI - OM coaches
- Homeroom parents
- Take home projects
- Student directory organizers
- Book fair workers
- Committee chairpersons

- Classroom helpers
- Office and health room helpers
- Booster club activities
- Campus beautification projects
- Science fair judges
- Tournament hosts / hostesses
- Fundraisers
- Mentors
- Field trip chaperones
- Parents attending conferences
- Open House attendance
- Prom planners and workers
- Literacy / Math night attendance
- Graduation planners

- Overnight trip chaperones
- Hall monitors & Watch Dog Dads
- Concession stand workers
- Web or newsletter contributors
- Phone tree participants
- Lunch buddies
- PIE functions
- Student teachers (non-paid)
- Campus Leadership team
- Scoliosis screeners
- Refreshment servers
- Playground workers
- PARENT INVOLVEMENT ACTIVITIES

- Fall carnival workers
- Tournament hosts / hostesses
- Drama mamas and dads
- Book fair workers
- Committee chairpersons

- Volunteer coaches
- Booster club activities
- Campus beautification projects
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- All volunteers should count their preparation and travel time for each activity, so add that in!
- Employees can count their volunteer service for activities (1) not a part of their contractual obligation; (2) for which they do not receive pay or a stipend; and (3) conducted off contracted time (even lunch time).
- All fundraisers can be counted on behalf of your school. Count 15 minutes for each point-of-sale item (like Entertainment Books or candy bars) and 30 minutes for each item sold that has to be ordered and then delivered (like catalog orders). Report the total number of units sold, then multiple by the appropriate time allotment. All schools should be using these equations so reporting remains fair and equitable.
- Events like math night, parent / teacher conferences, PTA meetings and Honor Roll assemblies should be counted as volunteer service for parents because they support academic achievement. Attendance to entertainment activities - like concerts, sporting events, plays, etc. does not count toward volunteer service time for parents, but may for teachers who serve as a volunteer or chaperone.
- Overnight chaperones should count the time they are directly responsible for students on the trip (including sleep time if applicable). Volunteers serving in this capacity should be screened through ViPS.
- All volunteer coaches should count their time training, screening, coaching and attending games, recognitions and tournaments. This includes, but is not limited to OM, swim team, soccer team, etc. Remember: Teachers who receive pay or stipends for such activities are not considered volunteers.
- Don’t forget to count off-campus, after school or weekend volunteer service hours. Saturday workdays, concessions, telephoning, committee work and shopping for party supplies are all great examples.
- Service time may also be reported electronically through the district web page at www.lrsd.org. Go to Quick Links > ViPS > ViPS Online System.

Each report year begins March 1 and ends the last day in February.

Volunteer service reports and award nominations are due to the ViPS office by the specified annual deadline to qualify for recognitions.

The district-wide volunteer recognition event is held in April.

Call the ViPS at 447-ViPS for the most current dates and information!